

EMERGENCY RESPONSE PLAN I:  
Emergency Procedures

Emergency response to hazardous materials spills or releases is the responsibility of the **business owner**. The role of the Fire Department is to provide **assistance** to your primary response actions. The site-specific Emergency Response (Contingency) Plan describes your facility's plan for dealing with reportable hazardous material emergencies and shall be implemented immediately whenever they occur. Employees must understand their roles and responsibilities during such an emergency through ongoing training and drills. For larger facilities, a more detailed plan may be substituted, but it must include all the items listed here. **This plan shall be maintained on-site for use in the event of an emergency and for inspection by the Fire Department.**

1. **Evacuation Plan:**

The following alarm signal(s) will be used to begin evacuation of the facility (*check all which apply*):

- ☐ Bells    ☐ Horns/Sirens    ☐ Verbal (*i.e., shouting*)    ☐ Other (*specify*) \_\_\_\_\_
- ☐ Evacuation map(s) are prominently displayed throughout the facility, including entrances to hazardous materials storage locations.

*NOTE: Your ECP Facility Maps satisfy contingency plan map requirements. These drawings (or any other drawings which show primary and alternate evacuation routes, emergency exits and primary and alternate staging areas) must be prominently posted throughout the facility, including entrances to hazardous materials storage locations.*

2. **a. Emergency Contacts\*:**

Fire/Police/Ambulance .....Phone No. **911**  
State Office of Emergency Services .....Phone No. **(800) 852-7550**

**b. Post-Incident Contacts\*:**

Fire Department Environmental Safety Division ..... Phone No. **(650) 903-6378**  
County of Santa Clara, Department of Environmental Health..... Phone No. **(408) 918-3400**  
Cal-OSHA Division of Occupational Safety and Health ..... Phone No. **(510) 794-2521**  
Bay Area Air Quality Management District ..... Phone No. **(415) 771-6000**  
Regional Water Quality Control Board ..... Phone No. **(510) 622-2300**

*\*These telephone numbers are provided as a general aid to emergency notification. Be advised that additional agencies may be required to be notified.*

**c. Emergency Resources:**

Poison Control Center .....Phone No. **(800) 876-4766**

Nearest Hospital: Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Hazwaste Cleanup Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contact Name: \_\_\_\_\_ EPA ID#: \_\_\_\_\_

3. **Arrangements with First Responders:**

If you have made special (*i.e., contractual*) arrangements with any police department, fire department, hospital, cleanup contractor, or State or local emergency response team to coordinate emergency services, describe those arrangements below:

4. Emergency Procedures:

Emergency Coordinator (EC) Responsibilities:

- a. Whenever there is a reportable hazardous materials spill or release emergency, the EC (or his/her designee) whose name is \_\_\_\_\_ and job title is \_\_\_\_\_ shall:
  - i. Identify the character, source, amount and aerial extent of any released hazardous materials.
  - ii. Assess possible hazards to human health or the environment that may result from the emergency. This assessment must consider both direct and indirect effects.
  - iii. Activate internal facility alarms or communication systems, where applicable, to notify all facility personnel.
  - iv. Notify appropriate local authorities (i.e. call 911).
  - v. Notify the State Emergency Management Agency at 1-800-852-7550.
  - vi. Monitor for leaks, pressure build up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the emergency.
  - vii. Take all reasonable measures necessary to ensure that the emergency does not occur, reoccur, or spread to other hazardous materials at the facility.
- b. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
  - i. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from a explosion, fire, or release at the facility.
  - ii. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
  - iii. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.
  - iv. Notify the California Department of Toxic Substances Control (DTSC), the local Certified Unified Program Agency (CUPA), and the local fire department's hazardous materials program that the facility is in compliance with requirements 2-a and 2-b, above.

Responsibilities of Personnel Other Than the EC:

Function	Name and Job Title
Shutdown of Operations/Systems: .....	_____
Evacuation of Building Personnel: .....	_____
Oversight of Outside Assembly Areas: .....	_____
Medical Treatment for Injuries (First Aid, CPR, etc.): .....	_____

5. Post-Incident Reporting/Recording:

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident which triggers implementation of this plan, a written Emergency Incident Report, including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Department of Toxic Substances Control, the local Certified Unified Program Agency (CUPA), and the local fire department's hazardous materials program. The report shall include:

- a. Name, address, and telephone number of the facility's owner/operator;
- b. Name, address, and telephone number of the facility;
- c. Date, time, and type of incident (e.g., fire, explosion, etc.);
- d. Name and quantity of material(s) involved;
- e. The extent of injuries, if any;
- f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
- g. Estimated quantity and disposition of recovered material that resulted from the incident;
- h. Cause(es) of the incident;
- i. Actions taken in response to the incident;
- j. Administrative or engineering controls designed to prevent such incidents in the future.

6. Earthquake Vulnerability: [19 CCR 2731(e)]

- a. **Identification** of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to seismic activity.
- b. **Inspection** of all vulnerable hazardous waste/materials areas, including any or all compressed gases and storage tank/containers. All braces, chains and supporting anchors that secure hazardous waste/materials will be inspected for integrity breach.
- c. **Isolation** of compressed gases that are incompatible will be segregated to prevent hazard of commingling other chemicals of a hazard category or incompatibility will be segregated as necessary.

7. Hazard Mitigation/Prevention/Abatement [19 CCR 2731(c)]

Describe your procedures that provide for mitigation, prevention or abatement of hazards to persons, property or the environment below: